

# REQUIREMENTS FOR RECIPROCAL SUPERVISOR, PREKINDERGARTEN – 12 CERTIFICATE

## ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

EXCEPT FOR INDIVIDUALS WHO HOLD A VALID ARIZONA PRINCIPAL OR SUPERINTENDENT CERTIFICATE, THE SUPERVISOR CERTIFICATE IS REQUIRED FOR ALL PERSONNEL WHOSE PRIMARY RESPONSIBILITY IS ADMINISTERING INSTRUCTIONAL PROGRAMS, SUPERVISING CERTIFIED PERSONNEL, OR SIMILAR ADMINISTRATIVE DUTIES.

### ➤ RECIPROCAL SUPERVISOR, PREKINDERGARTEN – 12 CERTIFICATE

The Reciprocal Supervisor certificate is valid for 3 years and may not be renewed.

#### Requirements for the Reciprocal Supervisor certificate are:

1. Completed [Application for Reciprocal Teaching and Reciprocal Administrative Certification](#)
2. Appropriate fee (See *Application for Reciprocal Teaching and Reciprocal Administrative Certification*)
3. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card (plastic). For more information visit the [Arizona Department of Public Safety](#) website or call (602) 223-2279.
4. A comparable administrative certificate from another state.
5. A valid Arizona Early Childhood, Elementary, Secondary, Special Education, Career and Technical Education certificate or other professional certificate issued by the Arizona Department of Education.
6. A Master's or more advanced degree from an accredited institution. Official transcript(s) required.
7. Three (3) years of verified full-time teaching experience or related education services experience in a Prekindergarten-12 setting. Submit a [Verification of Teaching Experience](#) form OR submit a letter on official letterhead from the District Superintendent or Personnel Director to verify experience.
8. Completion of a program in educational administration which shall consist of a minimum of 18 graduate semester hours of educational administration courses which teach the knowledge and skills described in the Professional Administrative Standards (R7-2-603).
9. **One** of the following:
  - A. Official transcript documenting completion of a practicum in educational administration; -OR-
  - B. Two years of verified educational administrative experience in grades Prekindergarten-12. Submit a letter on official letterhead from the District Superintendent or Personnel Director to verify administrative experience.

♦ Requirements 10, 11, 12, 13, 14, and 15 are required within three years of the date of issuance of the Reciprocal Supervisor certificate.

10. Administrator Exam
  - One of the following:
    - A. A passing score on the supervisor, principal **or** superintendent administrator portion of the Arizona Educator Proficiency Assessment (AEPA); -OR-
    - B. A passing score on a comparable supervisor, principal, or superintendent examination from another state; -OR-
    - C. Three (3) years of full-time administrative experience during the last valid period of the out-of-state certificate. Submit a letter on official letterhead from the District Superintendent or Personnel Director to verify teaching experience.
11. Structured English Immersion (SEI) Endorsement

Verification of three (3) semester hours or forty-five (45) clock hours of state approved Structured English Immersion (SEI) training or comparable state approved SEI training from another state to qualify for the SEI endorsement.

**Note:** Individuals who hold an Arizona Full Bilingual or Full ESL endorsement are exempt from the SEI endorsement requirement. Teachers and administrators who hold valid, comparable English as a Second Language (ESL) certificate or endorsement from another state may apply to add the full ESL endorsement to their Reciprocal certificate in order to meet the SEI requirement.
12. Three (3) graduate semester hours in school law.
13. Three (3) graduate semester hours in school finance.
14. Arizona Constitution (a college course or the appropriate examination). \*
15. U.S. Constitution (a college course or the appropriate examination). \*

\* **NOTE:** If you otherwise qualify for the certificate but are deficient in Arizona and/or U.S. Constitution you have three years to meet the requirement.

## ➤ REQUIREMENTS TO TRANSFER FROM A RECIPROCAL SUPERVISOR CERTIFICATE TO A 6-YEAR SUPERVISOR CERTIFICATE

*The Supervisor certificate is valid for 6 years and may be renewed.*

1. Completed [Application to Transfer Reciprocal Teaching and Reciprocal Administrative Certificate](#).
2. Appropriate fee (see Application to Transfer).
3. Passing score report for the required AEPA Supervisor, Principal, or Superintendent exam (if required). Please see your Reciprocal Supervisor evaluation for details on exam requirements.
4. Verification of three (3) semester hours or forty-five (45) clock hours of state approved Structured English Immersion (SEI) training or comparable state approved SEI training from another state to qualify for the SEI endorsement (if required).
5. Official transcript(s) documenting completion of 3 graduate semester hours in school law and 3 graduate semester hours in school finance (if required).
6. Official transcript(s) or a passing score report documenting completion of the Arizona and/or US Constitution requirements (if required).
7. A photocopy of your valid Arizona Department of Public Safety Identity Verified Prints (**IVP**) fingerprint card (plastic).  
*For more information visit the [Arizona Department of Public Safety](#) website or call (602) 223-2279.*

## ➤ RESOURCES AND INFORMATION

### **AEPA/NES EXAM INFORMATION:**

For further information regarding National Evaluation Series (NES) and/or Arizona Educator Proficiency Assessments (AEPA), please visit the following websites:

<http://www.nestest.com/arizona>

<http://www.aepa.nesinc.com> or see: <http://www.azed.gov/highly-qualified-professionals/aepa-to-nes-transition/>

### **SEI ENDORSEMENT INFORMATION:**

For further information regarding SEI endorsement training, please visit <http://www.azed.gov/educator-certification/sei/>